



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT COMMITTEE  
**FROM:** Mayor Chuck Reed  
**SUBJECT:** SEE BELOW  
**DATE:** February 8, 2008

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**APPROVED:** *Chuck Reed* **DATE:** 2/8/08

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**SUBJECT: APPOINTMENT OF COUNCILMEMBER FORREST WILLIAMS TO LEAD THE OKAYAMA SISTER CITY DELEGATION**

## RECOMMENDATION

Appoint Councilmember Forrest Williams, representing the City of San José as the Mayor's representative, to lead the sister city delegation to Okayama, Japan from March 22, 2008 to March 27, 2008. This delegation marks the 50<sup>th</sup> anniversary of the City of San José's sister city relationship with Okayama.

## BACKGROUND

San José's sister city relationship with Okayama is the third oldest sister city relationship in existence worldwide. In recognition of the anniversary, the City of Okayama has invited San José officials and community members to participate in the sister city celebration.

On October 23, 2007, the City Council approved a policy that states that, in the event the Mayor is unable to travel to a sister city or lead an international trip, the Mayor will designate a councilmember or another City official to lead the delegation and act as the Mayor's representative. Additionally, the Council approved the use of Citywide funds from an account managed by the Office of Economic Development for the travel-related expenses for the leader of the delegation. This fund was to be created at mid-year.

Should other Councilmembers or City staff wish to join the Okayama delegation, staff in the Office of Economic Development can assist with planning the journey and scheduling the itinerary. For additional information, contact Joe Hedges, International Program Manager, in the Office of Economic Development